my|CalPERS
Readiness Guide

for

Health and Dental Carriers and Associations

September 2011

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1. INTRODUCTION

The new web-based my|CalPERS system will launch in September 2011. The CalPERS Health Team has prepared this *my|CalPERS Readiness Guide* as a tool to help your organization with the steps to be ready to conduct business utilizing the new my|CalPERS system. This document is one of several tools which will help your systems, business processes and staff to successfully transition to the new system.

2. GETTING READY

The following information pertains to the educational and technical steps specific to Health and Dental Carriers and Associations.

2.1 Educational Readiness

The following table summarizes the educational readiness steps for Carriers and Associations:

√	my|CalPERS EDUCATION STEPS	APPROXIMATE TIMEFRAME
☐	**Understands the Impacts of System Conversion**	August - September 2011
☐	**Completed System Access Administrator activities**	August - September 2011
☐	**Attended my|CalPERS Overview for Carriers training**	August - September 2011

2.2 Technical Readiness

Technical Readiness refers to the technical steps that are required to ensure that a Business Partner is able to connect to my|CalPERS.

In addition to this guide, the CalPERS Health Team has produced additional technical information available at http://www.calpers.ca.gov.

The following table outlines the key technical steps required to be ready to use the new my|CalPERS when it is launched:

√	my|CalPERS TECHNICAL STEPS	APPROXIMATE TIMEFRAME
☐	**Assess impact on internal systems**	Ongoing
☐	**Make necessary changes to internal system**	Ongoing
☐	**Successfully test connectivity with CalPERS via FTP**	July – September 2011
☐	**Successfully receive and validate ANSI file**	July – September 2011
☐	**Review and prepare for System Conversion (Cutover) activity freeze dates**	September 2011
☐	**Successfully set up system users and assign user roles**	September 2011 - ongoing

3.   ADDITIONAL ASSISTANCE

The CalPERS Health Team is dedicated to working with Health and Dental Carriers and Associations throughout this process and looks forward to addressing your questions and concerns about the transition.

For additional information, please see the Business Partner area of CalPERS On-Line at http://www.calpers.ca.gov/. If you have questions, please contact the CalPERS Health Team via email at MyCalPERS_Health_Team@CalPERS.ca.gov.